

**RHODE ISLAND ECONOMIC DEVELOPMENT CORPORATION
Request for Proposals
Temporary Employment Services**

Through this Request for Proposals (RFP), the Rhode Island Economic Development Corporation (the Corporation) is soliciting proposals from individuals or vendors who are interested in providing cost effective temporary accounting staffing services, as needed. The current position may transition to a temp-to-hire.

This position will be responsible to perform a variety of accounting and administrative functions in support of delivering accurate finance reporting for the organization, reporting to the CFO. The essential functions for the position may include, but are not limited to, the following:

Job Duties

- Daily posting and maintenance of cash receipts and disbursements
- Maintain and oversee accounts payable and accounts receivable
- Maintenance of trial balances and routine adjusting entries
- Processing of payroll and related activities.
- Preparation of payroll statements and reports
- Preparation of account reconciliations
- Assist in the preparation of the corporate operating budget
- Assist with the creation and preparation of monthly reports
- Assist with monitoring financial activity

Qualifications: Bachelor's Degree required in Accounting or related field, or a combination of education and experience with a minimum 3-5 years related accounting experience. Intermediate Excel and working knowledge of Microsoft Office Suite required. Proficiency in Great Plains and Peachtree accounting software is preferred. Organization, attention to accurate details and strong verbal and written communication skills are required. Additional qualifications may be requested depending upon the needs of the organization.

Proposal Format/Questionnaire

Proposers are required to respond to information requests in the order listed in this section so that the Corporation can evaluate all proposals on an equal and timely basis.

Vendor Required Information

General Information – Provide a brief description of the proposer organization. List the contact name, email address, phone number, fax number, and address of your facilities that would service the Corporation's account. Include how long your company has been doing business in Rhode Island and submit at least three (3) references of companies that utilize your service exclusively for temporary staffing.

Customer Service – Please provide a brief description of the services that you would provide to the Corporation. Include a description of the individual(s) that would be responsible for servicing the Corporation's account including their qualifications and length of service in their current position. Please

tell us what you would do to ensure consistency of service to the Corporation in the event that there is a change in the primary contact assigned to the Corporation.

Describe how your agency would ensure the quality and timeliness of communication with the Corporation. Include guaranteed response times for the following:

- Response to telephone or voice mail messages;
- Filling of routine temporary staffing requests; and
- Reporting of temporary staff absences and same-day replacement if requested

Quality of Temporary Staff – Please describe the ongoing recruitment and selection process used to maintain an ample pool of qualified temporary staff. Describe the process that your organization uses to ensure the workplace readiness of temporary staff personnel including:

- Professional appearance;
- Reliability - punctuality, attendance; and
- Basic workplace skills including communication skills, telephone skills, customer service; time management; strong PC skills, basic and specialized

Describe the process that your organization uses to assess the job specific skill levels of temporary staff.

Pricing – Please provide rate ranges that would be guaranteed for the term of this agreement:

	Employee Pay-Rate (Per Hr.)		Bill Rate (Per Hr.)	
	Low	High	Low	High
Staff Accountant				
Temp-to-Hire Terms				

EVALUATION PROCESS

The Corporation's staff will screen all proposals for completeness and compliance with the terms and conditions of the RFP. Proposals clearly inconsistent with the RFP requirements will be eliminated from consideration.

Summary Point Total	Points Available	Points Awarded
General Information	5	
Customer Service	15	
Quality of Temporary Staff	50	
Pricing	30	
Total Points	100	

TERM OF AGREEMENT

The Agreement will be in effect for 12 months following the date of execution. The contract may be renewed annually for 2013, 2014 & 2015 at the sole option of the Economic Development Corporation.

LOGISTICS

Questions regarding this request will be accepted either by e-mail at jlucia@riedc.com or in writing to the address listed below on or before November 15, 2012. Phone calls will not be accepted. All inquiries with responses will be made available daily to all interested parties without the disclosure of the originator through postings on the RIEDC and State Purchasing websites.

This Request for Proposals was issued on **Friday, November 9, 2012** and responses are due no later than 2:00 p.m., local time, on **Monday, November 19, 2012**. Phone calls, electronic and late submissions will not be accepted.

1 original and 4 copies of the submittal shall be delivered to:

Rhode Island Economic Development Corporation
315 Iron Horse Way, Suite 101
Providence, RI 02908
Attn: Temporary Staffing

The Corporation reserves the right to select the proposal which the Corporation believes, in its sole and absolute discretion, provides the greatest value to the Corporation.

Further, the Corporation reserves the right to terminate this solicitation prior to entering into any agreement with any qualified firm pursuant to this Request for Proposal, and by responding hereto, no firms are vested with any rights in any way whatsoever.